



# Town of Hopkinton Planning Department

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-8243 -planzone@hopkinton-nh.gov

## BUILDING/USE APPLICATION

Permit # _____	<input type="checkbox"/> 2 Sets of Plans (Full/11"x 17") <input type="checkbox"/> Site Plan
Date Submitted: _____	<input type="checkbox"/> Construction Plans/Cross-Section
By: _____ Fees: _____	<input type="checkbox"/> Driveway Permit <input type="checkbox"/> Septic Approval <input type="checkbox"/> PUC EC-1 form
	<input type="checkbox"/> NHDES – Wetlands/Shoreland/AoT Approval
	<input type="checkbox"/> ZBA/PB Approval <input type="checkbox"/> FD Approval <input type="checkbox"/> Sewer/Water Approval

Street Address: _____	Map/Lot: _____	Zoning District: _____
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<input type="checkbox"/> Demolition <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory <input type="checkbox"/> Other _____
Is Lot located in 100-year Flood Plain Area (Special Flood Hazard)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is the Flood Insurance Rate Map (FIRM) Community Panel #:</b>
Is the <u>portion</u> of the property to be developed under a Current Land Use (CLU) Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, a new CLU map must be submitted to the Assessing Department (603-746-8258).</b>

Applicant's Name: _____	Owner's Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone (days): _____	Phone (days): _____
Email: _____	Email: _____
Note: Please indicate whether you would prefer your PERMIT emailed or mailed (circle one).	

	Contractor/License #	Address/City/State/Zip	Telephone
Architect			
General Contractor			
Electrical			
Plumbing			
Sewer/Septic			
Mechanical			
Sprinkler			
Fire Alarm			

## DESCRIPTION OF WORK/USE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Value of Work: \$ \_\_\_\_\_

Street Address:	Map/Lot:	Zoning District:
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Include Setbacks on Sketch	Distance to Structure (feet):		When Applicable, Proposed Number of:		Square Feet & Dimensions (exterior only):	
Front Setback (Not edge of pavement)			Stories		Lot Area (Acres)	
Rear Setback			Bedrooms		Basement (Full, Partial)	
Side Setback (left)			Full Baths		Structure (exterior )	
Side Setback (right)			Partial Baths		Garage	
Shoreland Setback			Fireplace		Deck/Pool/Etc.	
Wetland Setback			Units		Sign(s)	
Building Height					Other	
Distance from closest structure on your property						
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Well    Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> LP Gas <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Other Sewer: <input type="checkbox"/> Municipal <input type="checkbox"/> Individual    Fuel Storage: <input type="checkbox"/> Inside <input type="checkbox"/> Outside (above/under-ground)						

**DRIVEWAY PERMIT:** Hopkinton Public Works (603-746-5118) approval for driveway connection to a Town street. Connections to State roads require the State of NH Department of Public Works and Highways (666-3336) approval. **Approval number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEPTIC SYSTEMS:** NH Department of Environmental Services (603-271-3501) approval. If additional bedrooms are being created and the building is on a private septic system, provide a copy of the septic system approval to show the system is capable of handling the additional load.

**Approval number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NH ENERGY CODES:** We continue to require the **New Hampshire Residential Energy Code Application (EC-1 Form pages 1 & 2)** to be submitted as part of your building permit application. Please note that the EC-1 form should no longer be sent to the State PUC. Inspection of all insulated materials including slab, basement, crawl spaces, floors, walls, and ceilings are required. **Required Testing:** Successful blower door and duct leakage test results are required before issuance of a Certificate of Occupancy.

**NH COMPREHENSIVE SHORELAND PROTECTION ACT (CSPA) RSA 483-B:** Effective July 1, 2008, a SHORELAND PERMIT is required for many construction, excavation, or filling activities within the Protected Shoreland. A complete list of activities that do not require a shoreland permit can be found in the Shoreland Administrative Rules, Env-Wq 1406. Please visit the NH Department of Environmental Services Shoreland Website at [www.des.nh.gov/cspa](http://www.des.nh.gov/cspa) or call 271-2147. Office location: 29 Hazen Drive, Concord, NH 03302-0095.

**Approval Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is to certify that the information included with this application will be followed during construction, and any changes shall be only after notifying the Planning Office. That any permit issued based on inaccurate information is subject to immediate withdrawal. That the owner of record authorizes the proposed work and that I have been authorized to make this application as his/her authorized agent, and I agree to conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with any deed restrictions or covenants and any regulations or conditions imposed by the Select Board, Zoning Board of Adjustment, and or Planning Board as it relates to this property and the proposed structure/use. Also, I am aware that applying for a permit with respect to an activity in or on the building or property shall be deemed consent for Town officials and employees to enter the building or property to perform inspections, measurements, sampling, or any other action deemed necessary.

_____ <b>Signature of Applicant</b>	_____ <b>Print Name of Applicant</b>	_____ <b>Date</b>
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Street Address:	Map/Lot:	Zoning District:
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Setback distances from structures to all property lines.

\_\_\_\_\_

**Distance Rear**

\_\_\_\_\_

**Distance Right**

\_\_\_\_\_

**Distance Left**

\_\_\_\_\_

**Distance Front**

Street Name: \_\_\_\_\_

**PLAN SUBMITTAL REQUIREMENTS (See sample cross-section):**

- **Site plan** or sketch showing location and dimensions of the property, existing and proposed structures, setbacks, driveways, well, septic, wetlands, signage, or other special features.
- **Construction plans:** (1) Full size set scale 1/4" = 1' and (1) 11" x 17" set noting draftsman/designer name, contact information, project title, and compliance with 2015 IRC Code.

**Foundation**

- ☐ Footing widths, heights, depth below finished grade, and grades.
- ☐ Wall thickness.
- ☐ Rebar sizes and locations.
- ☐ Footing drains, including type of pipe, crushed stone, filter fabric, direction of flow, and where the drains will terminate.
- ☐ Damp-proofing methods.
- ☐ Pier sizes and heights, or pre-cast piers.
- ☐ Anchor bolt locations (spacing) on the top of all slabs, walls and piers.

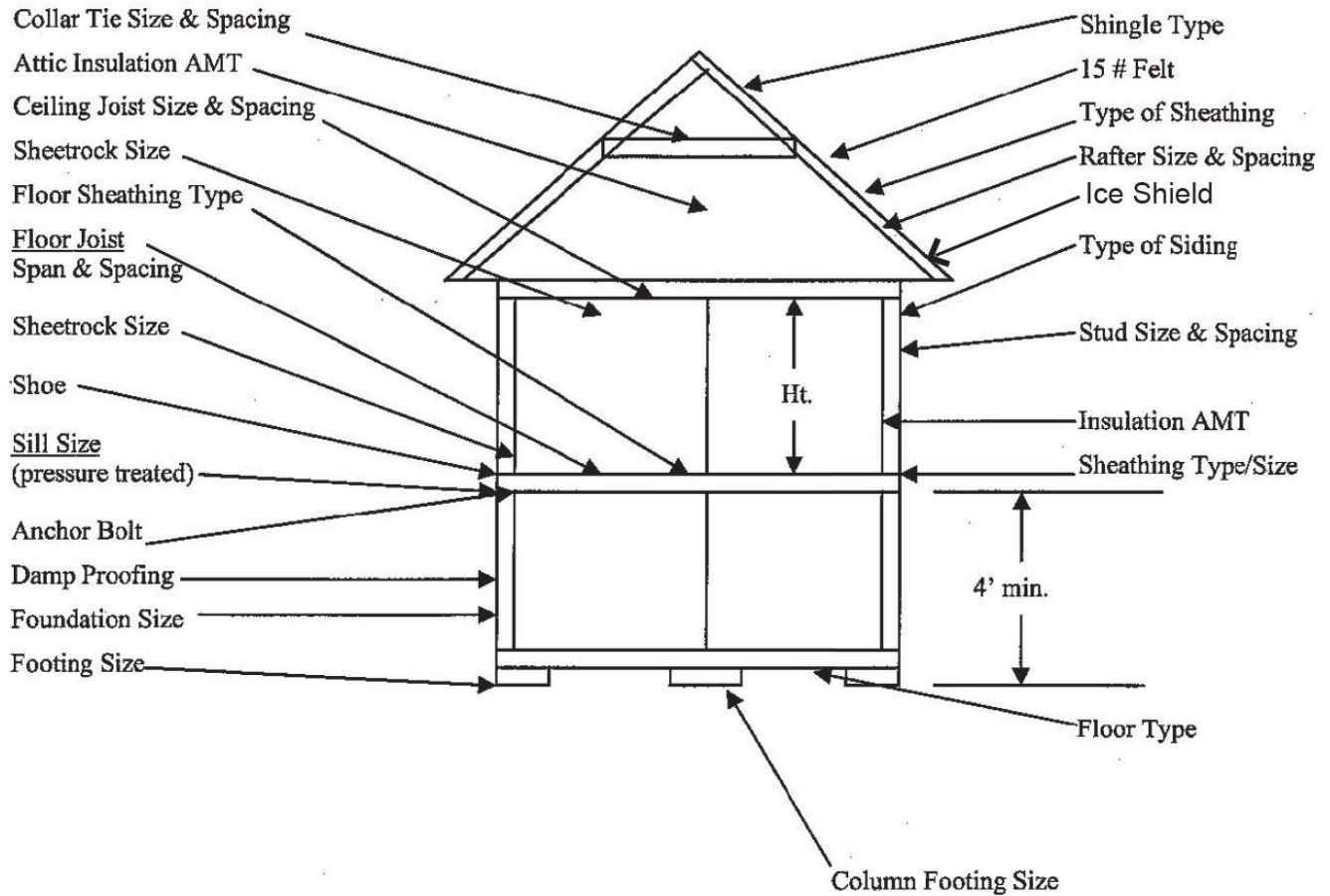
- ☐ Location of basement bulkheads, door openings, and window openings.

**Framing**

- ☐ Types and sizes of supporting columns.
- ☐ Girder and beam sizes, materials, and spacing between supports.
- ☐ Floor joist sizes, spacing on center, span distances, and materials. If engineered floor trusses or I-joists are to be used, a Data Sheet from the truss manufacturer or lumber yard must be submitted for each type of product.
- ☐ Sub-flooring material types and thicknesses.
- ☐ Exterior wall heights, stud sizes, stud spacing on center, sheathing materials.
- ☐ Interior structural wall stud sizes and spacing on center.
- ☐ Window and door locations with header size details. Distances from finished floors to bottom of window openings.
- ☐ Wall bracing methods for wind bracing.
- ☐ Stairway width, headroom, railing, riser height, and tread depth.
- ☐ Ceiling joist sizes, spacing on center, span distances, and materials.
- ☐ Rafter sizes, spacing on center, spans, roof pitches, and materials. Ridge board sizes and materials. Cathedral ceiling ridge beam sizes, spans, and materials. If engineered roof trusses are to be used, Data Sheets from the truss manufacturer must be submitted for each type of truss.
- ☐ Roof sheathing material types and thicknesses. Snow load rating.
- ☐ Garage and living space fire separation details.
- ☐ Dwelling unit separation details, if more than one dwelling or apartment.

# CROSS SECTION SAMPLE

(Show Method of Venting)



This is not intended to cover all circumstances.

## TOWN OF HOPKINTON BUILDING INSPECTIONS

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**Inspections: Ph. (603) 746-8243 • Building Inspector: Ph. (603) 783-1509**

1. **FOOTINGS** After the forms and reinforcement bars are set and prior to the placement of concrete.
2. **FOUNDATION WALLS** prior to backfilling.
3. **TEMPORARY SERVICE ELECTRICAL**
4. **ROUGH FRAMING, ELECTRICAL, PLUMBING, AND MECHANICAL BEFORE INSULATION**
5. **INSULATION** Including sound as well as thermal insulation, fire stopping, draft stopping. No interior wall finish, i.e., drywall, paneling, etc., shall be in place before the inspection.
6. **FINAL (ELECTRIC, PLUMBING, MECHANICAL, BUILDING):** Note: Duck leak test, blower door test, and potable water test required before issuance of CO.

For new residential and commercial construction, **CERTIFIED PLOT PLANS** must be on file no later than when requesting a frame inspection. Certified plot plans are required to make sure your Structure is within the setbacks of the Lot. If your Structure is outside the setbacks, you may be required to move the foundation.

**NH Adopted Building and Fire Codes:** This is a partial list of adopted codes. The list is a resource of some of the frequently used codes. Source: State of NH Dept of Safety, Div. of Fire Safety, Office of State Fire Marshal (9/25/2019).

- 2015 International Residential Code (IRC) with NH Amendments
- 2015 International Energy Conservation Code (IEC) with NH Amendments
- 2015 International Mechanical Code (IMC) with NH Amendments
- 2015 International Plumbing Code (IPC) with NH Amendments
- 2015 International Building Code (IBC) with NH Amendments
- 2015 International Existing Building Codes (IEBC) with NH Amendments
- 2015 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2009 ANSI A117.1 & FHA/UFAS as applicable.
- 2015 NFPA 1 Fire Code as amended by Saf-C6000
- 2013 NFPA 13/13R, Standard for the Installation of Sprinkler Systems
- 2014 NFPA 25, Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- 2015 NFPA 30, Flammable and Combustible Liquids Code
- 2015 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-C 6000
- 2011 NFPA 31, Standard for Installation of Oil Burning Equipment as amended by Saf-C 6000
- 2015 NFPA 54, National Fuel Gas Code as amended by Saf-C 6000
- 2014 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-C 6000
- 2017 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2013 NFPA 72, National Fire Alarm and Signaling Code
- 2014 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2015 NFPA 101, Life Safety Code as amended by Saf-C 6000 and applicable referenced publications in Ch. 2
- 2013 NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances
- 2015 NFPA 720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment as amended by Saf-C 6000
- 2010 NFPA 914, Code for Fire Protection of Historic Structures

# TOWN OF HOPKINTON, NH

## SCHEDULE OF FEES

**Surcharge for permit issued after work has begun and for each day no permit application is submitted:  
2 x permit fee + \$50 each day**

### Residential:

Basement	SF x .24 = \$
1st Floor	SF x .24 = \$
2nd Floor	SF x .24 = \$
3rd Floor	SF x .24 = \$
Renovations/Alterations	SF x .12 = \$
Accessory Structures/Uses (New, Addition, Alteration)	SF x .12 = \$

### Commercial/Industrial:

Basement	SF x .24 = \$
1st Floor	SF x .24 = \$
2nd Floor	SF x .24 = \$
3rd Floor	SF x .24 = \$
Renovations	SF x .12 = \$
Accessory Structures/Uses (New, Addition, Alteration)	SF x .12 = \$

### Application Fee:

Residential (New, Additions)	100.00 = \$
Residential (Renovations, Alterations)	50.00 = \$
Residential Accessory—New, Addition, Renovation, Alteration	35.00 = \$
Commercial/Industrial—New, Addition, Renovation, Alteration	50.00 = \$
Commercial/Industrial—Accessory—New, Addition, Renovation, Alteration	50.00 = \$

### Other:

Sign (New/Change)	30.00 = \$
Demolition	75.00 = \$
Driveway Permit	50.00 = \$
Change of Use/Occupancy/Tenant	35.00 = \$
Telecommunications (New/Co-Location)	Value of Const./1,000 x 5.00 = \$
Wind/Solar/Retaining Wall, etc. (Z.O. Section III, "Structure")	50.00 = \$
Permit Extension (1-YR. Maximum Allowed)	50% of Initial Fee = \$
Permit Refund—New Construction Only (If construction has not begun within 60 days)	50% of initial SF Permit Fee = \$

### Plan Review:

Residential per unit	150.00 = \$
Residential Additions, Renovations, Alterations	50.00 = \$
Residential Accessory—New, Addition, Renovation, Alteration	25.00 = \$
Commercial/Industrial—New, Addition, Renovation, Alteration	150.00 = \$
Commercial/Industrial—Accessory—New, Addition, Renovation, Alteration	50.00 = \$

### Surcharges:

• Permit issued after work has begun	2 x Permit Fee = \$
• <u>Each day</u> no permit application submitted	50.00 = \$
• Re-inspection—Payable Prior to Re-inspection (Failure to pass inspection, not ready for inspection, or premises not accessible)	45.00 = \$

TOTAL= \$